

Vaccine Order / Reporting Form Instructions

Instructions listed below are for completing the Vaccine Order/Reporting Form. The instructions follow the path from right-to-left beginning with the Pin Number box.

1. Insert PIN Number in the top box located on the right side of the page
2. Insert Provider's Name
3. Insert Provider's Telephone Number with Area Code
4. Please indicate the start date and end date for this reporting period
5. Please indicate the immunization contact person at the provider's office
6. Please indicate the fax number with area code for this person
7. Please insert today's date
8. Please indicate the total number of doses administered of each vaccine listed in the first column to the left
9. Please indicate the total number of doses on-hand for each vaccine at the end date of this report
10. To order vaccine use the last two columns on the right side of this form. Indicate the manufacturer of your choice and whether syringes or vials are requested. Make your request for a total number of doses in the last column. **If you are using WVSIS to order vaccines online, you must not complete the last column entitled "doses requested."**
11. Fax this completed form to the Division of Immunization Services at 1-888-558-1941
12. Make sure you have submitted your temperature log by the fifth day of each month to avoid vaccine shipment delays.

If you have questions about these instructions, please call the Division of Immunization Services at 1-800-642-3634 or (304) 558-2188.